



**Examinations Development and Classification/Compensation Division (EDCC)**

**Job Analysis Notification Form**

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**Section 1: To Be Completed by the Proposed Class's Supervisor**

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**Your Agency:**

**Division/Program name:**

**Your name:**

**Your job title:**

*PLEASE NOTE: Do not write your working title. if you are not sure what your job title is, you can find it under your Timesheet page in Edison.*

**Your Work Location (building/city)**

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**Are you requesting to Establish a New Class/Series or Modify an Existing Class/Series?**

**Establish a New Class/Series**

**Modify an Existing Class/Series**

**Proposed effective date for New/Modified Class/Series:**

**Proposed Class title(s):**

*PLEASE NOTE: Do not write the working title.*

**Current Class title(s) (Modifying an Existing Class/Series Only):**

*PLEASE NOTE: Do not write the working title.*

**Is this class/series a Multi-Agency Class/Series (Modifying an Existing Class/Series Only)?**

**Yes**

**No**

**When was the current class/series last updated (Modifying an Existing Class/Series Only)?**

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**Proposed Study Start Date:**

**Proposed Study End Date:**

**Proposed number of Subject Matter Experts:**

**Please list the names and job titles of the proposed Subject Matter Experts:**

*PLEASE NOTE: Do not write the SMEs' working titles. if you are not sure what the SMEs' job titles are, please request this information from your agency HRO.*

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**Explain the logic/justification for Creating/Modifying this Class/Series. What prompted this request?**

**Describe the scope and objectives of the proposed study:**

**Describe the impact to your agency if this study request is/is not conducted:**

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***End of Section 1. Please save your information and email a copy of this form to your Agency HR or designated Agency HR representative.***

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## Section 2: To Be Completed by Agency HR

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**Submitter's name:**

**Submitter's job title:**

*PLEASE NOTE: Do not write your working title. if you are not sure what your job title is, you can find it under your Timesheet page in Edison.*

**Submitter's e-mail address:**

**Submitter's work phone:**

**Submitter's fax:**

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**Please list the names and job titles of the qualified Job Analysts assigned to conducting the study:**

*PLEASE NOTE: Do not write the Job Analysts' working titles.*

**Please email a completed copy of this form and the following documentation to your designated Class/Comp point of contact. Documentation to be submitted includes:**

- Brief memo to Commissioner Hunter with reasoning as to why the job analysis should be conducted
- Current organizational chart
- Proposed organizational chart

*PLEASE NOTE: If you do not submit this documentation now, you will be asked to do so at a later date and this will lengthen the job analysis process.*

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***End of Section 2. Thank you for completing this form. Once you have submitted all the requested information to your designated Class/Comp point of contact via email, please be sure to save a completed copy of this form and the accompanying documentation for your records.***

